



GAIL FARBER, Director

COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

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ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

March 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

35 March 18, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

FUNDING SUPPLEMENT FOR OFF-SITE RECORDS STORAGE SERVICES FOR THE DEPARTMENT OF PUBLIC WORKS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

This action is to supplement a contract for Off-Site Records Storage Services for the Department of Public Works.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve supplementing Contract No. 001914 with Iron Mountain Information Management, LLC, for Off-Site Records Storage Services by \$10,000, to increase the maximum annual amount from \$70,856 to \$80,856, for the current contract year and each of the five optional renewal years for a potential maximum contract sum of \$768,560.
2. Authorize the Director of Public Works or her designee to annually increase the contract amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this recommended action is to supplement the funds for the Off-Site Records Storage Services contract. Over the past three years, expenditures have come close to the maximum contract amount. This action will provide a safety net in case of an unexpected need for a high volume records retrieval activity, such as a large public records request.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). The contractor who has the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support the Department of Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The additional \$10,000 will increase the contract's annual amount from \$70,856 to \$80,856 plus 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required, and cost-of-living adjustments in accordance with County policy and the terms of the contract.

Sufficient funds for this supplement are included in the Fiscal Year 2013-14 Budget for various Public Works funds. When the need arises for services under this contract, financing the required services will be from the appropriate fund source.

Funds to finance the contract's option years, 10 percent additional funding for contingencies, and any applicable cost-of-living adjustments will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 7, 2009, Agenda Item 30, the Board approved Contract No. 001914 with Iron Mountain Information Management, LLC, headquartered in Boston, Massachusetts, with a district office in Cerritos, California, for Off-Site Records Storage Services authorizing aggregate annual contract expenditures of \$70,856. The contract was for an initial three-year period with seven 1-year renewal options for a total contract period of ten years. The contract is currently in its second optional year. All terms, conditions, requirements, prices, and specifications of the contract will remain unchanged.

This supplement will increase the maximum annual contract amount from \$70,856 \$80,856 for a potential maximum contract sum of \$768,560.

The contract allows the Board to increase the contract sum as needed; therefore, an amendment to the existing contract is not necessary.

ENVIRONMENTAL DOCUMENTATION

In accordance with Section 15378 (b) (2) and (5) of the California Environmental Quality Act Guidelines (CEQA), approval of the recommended action does not constitute a project and, hence, is not subject to the requirements of CEQA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this request will not result in any impact on other current services or projects.

The Honorable Board of Supervisors

3/18/2014

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CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Administrative Services Division.

Respectfully submitted,

A handwritten signature in cursive script that reads "Gail Farber".

GAIL FARBER

Director

GF:GZ:cg

c: Chief Executive Office (Rita Robinson)
County Counsel
Executive Office